

Proposed STC Priorities Winter/Spring 2022/23			Item 4 (b)
Project	Urgency - H/M/L	What does success look like @ 1st May 2023?	Immediate Next Steps
Good Governance			
Complete staffing review and undertake recruitment	H	Finalise recruitment to vacant posts.	Final job descriptions to be drafted and job evaluated prior to consideration by Personnel Committee.
Financial Planning	H	Council has agreed sustainable spending objectives for medium term.	Councillor budget workshop(s) Nov/Dec 2022, and complete estimates process Jan 2023.
Corporate Plan 2022-25	H	Plan adopted.	Council to consider potential amendments to plan in light of public consultation and adopt final version in Dec 22/Jan 23.
Off-Street Parking Places Order	H	Draft order completed and timescale agreed for adoption.	Organise CPWP meeting to determine schedules required and finalise draft order.
Charitable Trust Review	H	Governance arrangements reviewed and action plan identified.	Report to F&G Committee Nov 2022.
Lease and licence renewals & rent reviews	H	Rent reviews completed and new licences/leases in place.	Valuer recommendations to be presented to Council; solicitors to be instructed.
Improve access to Transparency Code Data and Revise Asset Register	H	All relevant data accessible via a single webpage.	Information to be saved into a single location.
Produce Community Emergency Plan	H	Partners engaged and plan produced to co-ordinate community response to local emergencies.	Meeting of Steering Group Nov 2022 and desk-based emergency scenario planning to be arranged.
Finalise lease/licence agreements North Beach and Peveril Point	M	Finalise outstanding lease/licence agreements.	Meet with third parties and follow up legal advice.
Develop Communications Plan	M	Draft communications plan in preparation for presentation to Council.	Draft plan to be presented to working party.
Tender new Council website	M	Tender process for website fully compliant with accessibility regs at an advanced stage.	Develop brief for tender process in consultation with working party.
Local Economy and Tourism			
Develop Seafront Enhancement Scheme Phase 2	H	Preferred option identified and public consultation underway.	Consider next steps following receipt of options report.
Develop Seafront Master Plan	H	Draft plan prepared and public consultation underway.	DCF to complete analysis of response to first stage public consultation.
Agree public realm improvements for Lower High Street	M	Format of public realm improvements in lower High Street agreed.	Continue to participate in Dorset Council project meetings.
Review Boat Park Operation and Procedures	M	Improvements in operation implemented.	Implement improvements regarding customer service, signage, water points etc.
Develop Marketing Strategy	L	Progress made towards completing series of meetings, reviewing findings and drafting strategy ready for adoption.	Continue meetings with partner organisations and report to future Tourism & Local Economy Committee meetings.
Community Services, Health and Wellbeing			
Investigate options for footpath linking Washpond Lane and Northbrook Road	H	Discussions concluded with stakeholders and outcome determined.	Once received, consider advice from Dorset Council.
Washpond Lane/Ulwell Road land	H	Progress made towards asset transfer.	Lodge formal application for asset transfer.
Progress Football Club redevelopment proposals	H	Clear progress being made in planning redevelopment proposals.	Continue regular meetings with S&PDT/S&HFC.
Public Conveniences - Determine future of Burlington Chine WCs	H	Council considered options for future operation and sustainable course of action identified.	Working Party to complete options appraisal and report to future Community Services Meeting.
Peveril Point Road stabilisation/improvements	H	Specification of works agreed.	Consultants' report to be considered.
Town Hall services review	M	Operation of Town Hall/Police help desk reviewed and new opening hours in place; future operation of CAB/Registration agreed.	Liaise with partners and develop timetable for reopening.
Beach Gardens future plan	M	Meetings held with Bowls and Tennis Clubs and outline plan agreed for way ahead, together with financial contributions.	Continue to meet with sports clubs.
Planning & Heritage			
Produce Neighbourhood Plan	H	Task Groups appointed and draft Plan under development.	Task Groups to be recruited and first meeting held Nov/Dec 2022.
Station Approach Improvements	H	Specification for improvement works agreed.	Consider report from consultants at meeting of TMAC Nov 2022.
Environment & Climate Crisis			
Implement next stage of Environmental Action Plan	H	Action plan developed and priorities identified.	Consider outcome of SALIX grant process and implement plan based on consultant's report.

Continue to support partners
 Dorset Council Flood Defence Scheme
 CLT provision of local social housing
 S&PDT football club proposals
 Willdoes proposals
 Museum re. extension/relocation plans
 Dorset Council parking review

Godlingston Cemetery – Proposed revisions to regulations

It was reported to the Community Services Committee on November 9th 2022 that in conjunction with the extension to Godlingston Cemetery, a review of current Cemetery Regulations (dated October 2017) had been undertaken, along with a review of the Meadowland Burial Ground Regulations (dated October 2017).

Review of the regulations was undertaken in consultation with the following organisations:

- James Smith Funeral Directors;
- The Institute of Cemetery and Crematorium Management;
- The British Register of Memorial Masons (BRAMM);
- The National Association of Memorial Masons (NAMM);
- Haysom Purbeck Stone;
- Excalibur Stone Ltd.

Following review, no significant amendments have been made to the Meadowland Burial Ground Regulations (dated October 2017).

Amendments have been made to Godlingston Cemetery Regulations which have resulted in greater clarity in respect of permitted kerb set sizes, footstones and memorials as well as conformity with the Meadowland Burial Ground Regulations with regard to floral tributes.

It was proposed to the Community Services Committee that the revised regulations in respect of Godlingston Cemetery be applied across both the existing and extended areas of the Cemetery. A copy of the proposed regulations are appended to this report.

Following advice received from The Institute of Cemetery and Crematorium Management, it was further proposed that within the extension area there should be one flat fee for the purchase of an exclusive right of burial. Traditionally a higher ‘A grave’ fee has been paid for ‘front row’ plots immediately adjoining pathways. It was proposed that the ‘B grave’ charge should apply to all plots within the cemetery extension.

Decision required:

To consider the recommendations made by the Community Services Committee on 9th November.

- That the revised Godlingston Cemetery Regulations be adopted and implemented from January 2023.
- That the fee for the exclusive right of burial in all earthen graves within the extension area of Godlingston Cemetery be set at the ‘B grave’ rate.

Gail Percival - Assets and Compliance Manager
December 2022



SWANAGE TOWN COUNCIL

REGULATIONS FOR GODLINGSTON CEMETERY, SWANAGE

Although these regulations are a requirement for the management of the Cemetery every effort has been made to avoid restricting the rights and choices of the individual. Therefore, these regulations have been prepared with a balance between individual rights/information and the need to regulate for safe and tidy grounds. For example, the prohibition of glass and plastics is based upon these items becoming potential hazards when mowers are used. It is not based upon aesthetic considerations.

1. Conditions

- 1.1 Graves can only be purchased at the time of interment; they cannot be purchased in advance. The purchase of a neighbouring plot by a member of the immediate family of the deceased is permitted, as long as the plot requested is still available. The Town Clerk has delegated authority to determine whether the criteria for pre-purchase of a neighbouring plot have been met.
- 1.2 A wooden cross will be allowed to be placed on a grave following an interment, only until the ground has settled which is usually up to twelve months.
- 1.3 An application form for all designs for monuments, giving the measurements and full inscription showing the style of lettering must be submitted to the Clerk of the Council for approval and all appropriate fees paid, prior to any works being undertaken on site.
- 1.4 No alterations or additions to memorials, tablets or plaques may be undertaken without the written consent of the Town Council. Failure to abide by the above conditions may result in the removal of the memorial.
- 1.5 You may be required to remove any work that you do if it does not comply with the cemetery regulations.
- 1.6 The Council does not accept responsibility for damage or loss of any memorials, ornaments etc howsoever caused. The Council has a responsibility to ensure the cemetery is free of obvious dangers and hazards. Examples of hazards are glass, pottery items that break, sharp objects and items that are a tripping hazard. Such items will be removed with or without prior notification and will be available for collection from the Council Depot for a period of one month. In addition it may be necessary from time to time to remove items in the cemetery that cause a disturbance, such as wind chimes, or offence to visitors attending the cemetery. Please help the Council to provide a safe cemetery, which is an attractive and peaceful place to visit. As a responsible grave owner you have your part to play.

- 1.7 When graves are dug in certain areas of the cemetery, the Council may need to request the removal of the memorial to make room for equipment — this is a health and safety requirement.
- 1.8 Burial and cremation plots can only be opened and backfilled by Council staff or their appointed agent. All interments must be carried out under the supervision of the Council's staff.
- 1.9 Dogs must be kept on a lead at all times.

2. Grave Maintenance

- 2.1 Whilst a plot is well maintained, the gardening of graves is permitted up to a maximum area of 2'6" x 6' immediately in front of the headstone and centrally across the grave. If a grave becomes neglected, it will be cleared and turfed. The use of planter headstones is to be encouraged.
- 2.2 No trees or shrubs, including large rose bushes, to be allowed as planting on the grave.
- 2.3 All floral tributes will be removed 21 days following the interment unless the Council is notified in writing that the Family wish to arrange for their removal.
- 2.4 The Council will remove Christmas wreaths/decorations from 1st February each year.
- 2.5 The Council reserves the right to remove from any grave space, flowers, plants, floral tributes or wreaths which have deteriorated or become unsightly or where necessary for the purpose of allowing the grave or adjacent graves to be used again.
- 2.6 Wind chimes, night or solar powered lights, windmills or other ornaments or decorations will be allowed for a limited period of time (one month) following interment. Similarly a memento at specific periods can be placed close to the headstone at specific periods (anniversaries/birthdays) but will be removed after a period of one month. Any items removed will be held at the Council Depot for collection for a period of two weeks.
- 2.7 The placing of free standing ornaments, flower receptacles of glass, plastic, pottery or ceramic materials are not allowed for health and safety reasons, with the exception of Regulation 2.6.
- 2.8 The Council will carry out a programme of regular checks of memorials and reserves the right to lay flat or remove unsafe memorials at its discretion.
- 2.9 When a memorial has been identified as very unsafe and laid flat, every effort will be made to contact the Exclusive Rights holder, requesting them to carry out the necessary repair. If the owner cannot be traced after reasonable enquiry the Council may, instead of serving personal notice on the owner:-
 - a) display a notice in a conspicuous position in the Cemetery;

- b) publish the notice on two successive weeks in one or more local newspapers, such notice having the same effect as if it were given to the owner on the date of first publication.

3. Permitted Memorials

- 3.1 All memorials and kerb sets must be fixed in accordance with the requirements of British Standard 8415, and any relevant industry codes of practice, such as the NAMM Code of Working Practice and the BRAMM Blue Book. All masons working in Swanage cemeteries must be suitably qualified and registered with either the NAMM Register of Qualified Memorial Fixers (RQMF) or the British Register of Accredited Memorial Masons (BRAMM).
- 3.2 Sufficient time for ground settlement (which is between 9 – 12 months) must be allowed before fixing a grave memorial. For cremation plots there is no timescale.
- 3.3 For graves, a headstone or cross, not more than 3' high and 2' wide. If in the shape of a book, maximum depth 20" (allowing for flower vase) mounted on a secure foundation which should be spirit levelled and level with the immediate surrounding soil.
- 3.4 A kerb set of natural stone, must not exceed 6'6" x 2'6". Chippings must be levelled at least 1" below the kerbing.
- 3.5 Footstones not exceeding 2'6" x 2'6" x 6" are permitted.
- 3.6 For cremation plots a concrete slab measuring 24" x 24" must be fitted for all memorials and must be level and flush to the ground, with the memorial stone fixed thereon no higher than 14".
- 3.7 All memorials supplied to have the grave prefix and number incised on the back at the bottom right hand side. The stonemason's name may be displayed discreetly on the left hand side in ½" unleaded block letters.
- 3.8 For memorial plaques by trees the dimensions permitted are 12" x 12" x 2" and should be laid flat and flush with the ground.
- 3.9 For ceramic photo plaques on memorials (one portrait for each person commemorated) up to a maximum size of 12cm x 9cm, subject to approval of the photograph of the person to be commemorated to be supplied with the memorial application form.
- 3.10 Nothing may be affixed to or hung upon any monument such as crosses, images, models or paintings.
- 3.11 When a memorial is ready for fixing, please email depot@swanage.gov.uk with details. Memorials must not be placed at the Cemetery without the Town Council's permission or knowledge.

Please note that for operational reasons it may be necessary for earth from a neighbouring plot to be placed temporarily on a steel platform over the grave that you

have purchased. This is standard practice in cemetery management and every care is taken to safeguard your plot when the work is undertaken.

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November 2022**

DRAFT

**Dorset Council Tree Policy 2021 and Draft Swanage Town Council Tree Strategy 2022 -
To consider adoption by Swanage Town Council**

The Environment and Parks Committee held on 23rd November 2022 resolved to recommend to the Finance and Government Committee the adoption by the Council of the Dorset Council Tree Policy 2021, appended. It was noted that the policy should be adopted in its entirety with the following exceptions:

Policy 5 – The target number of 300 new trees to be planted per annum (as this relates to the Dorset Council area as a whole);

Appendix 1 – Tree inspection regularity (as this is superseded by the Swanage Town Council Tree Strategy).

The Environment and Parks Committee further resolved to recommend to the Finance and Government Committee the adoption of the draft Swanage Town Council Tree Strategy 2022 (appended).

These documents taken together will define the approach the Council will take with regards to the stewardship and management of trees on Council owned or managed land and set out the framework within which decisions regarding trees will be made.

Decision required

To consider the recommendations made by the Environment Committee on 23rd November.

- That the Dorset Council Tree Policy, as adapted for Swanage Town Council purposes, be adopted together with the Swanage Town Council Tree Strategy.

Gail Percival
Assets & Compliance Manager

December 2022

DORSET COUNCIL'S TREE POLICY FOR COUNCIL OWNED TREES

1. This policy is intended to define the Council's approach to the management of Council owned trees and to ensure that they are safe and sustainable. The case for trees and the contribution they make to the quality of our environment include:
 - Improving air quality, micro-climate characteristics and mitigating the 'urban heat island' effect in towns
 - Providing aesthetic, mental health and social benefits
 - Providing a sense of place, continuity and belonging
 - Contributing to the urban design, landscape and character of the county, including flood mitigation
 - Contributing to the ecological network through providing habitats for a range of wildlife, especially in urban areas
 - As Ancient, Veteran or Notable trees in their own right – providing high biodiversity, cultural and heritage value
 - Contributing to carbon storage and offsetting to help mitigate climate change

2. The following statements constitute Dorset Council's Tree Policy for Council Owned Trees. It provides clear guidance for officers to implement and ensure that the Council meets its duty of care, legal, health and safety obligations and the sustainable management of the Council's tree stock:

Policy 1 – General

All agents, partners and contractors of Dorset Council will be required to comply with these policies when working with Council owned trees.

Policy 2 – Public Safety

Dorset Council will manage its trees to ensure that it meets its legal responsibilities regarding public safety, for example Health and Safety at Work Act 1974, Duty of Care, Managing Health and Safety at Work Regulations 1999, Highways Act 1980, New Roads and Street Works Act 1991, Working at Height Regulations 2005 and Occupiers' Liability Act 1984.

Public safety is of paramount importance when making decisions about trees and the Council has in place programmes for the regular inspection and maintenance of its trees (see Appendix A for inspection frequencies). These inspection frequencies are based upon Industry guidelines but can be varied according to identified local needs and budget. The Council will take into account the guidance given by the National Tree Safety Group's 'Common Sense Risk Management of Trees' in its work to achieve this.

Community safety – Consideration will be given on a case by case basis for additional pruning over and above the tree maintenance schedule where serious obstruction of CCTV coverage by trees has occurred. Primarily this will address community and public safety priorities where critical factors apply. The welfare of trees and the maintenance of our tree stock will be of paramount importance when considering the extent of any additional tree works for CCTV coverage.

Policy 3 – Arboricultural Standards, Maintenance and Biodiversity

The Council will ensure that all Council tree work is carried out in accordance with BS3998:2010 British Standards Recommendations for Tree Work, and BS5837:2012 Trees in Relation to Design, Demolition and Construction.

All tree work will be conducted in line with policy and legislation requirements relating to wildlife. This includes the Wildlife and Countryside Act 1981 (as amended Countryside and Rights of Way Act 2000), the Conservation of Habitats and Species Regulations (amended EU exit 2019) and Statutory Notices under the Plant Health (Forestry) Order 2005. Dorset Council's Tree Policy will contribute to the Council's duty to conserve and enhance biodiversity, as required under the Natural Environment and Rural Communities Act 2006 and advocated in the Dorset Council Biodiversity Strategy amended 2010).

Planning applications for development on Council land where trees are affected should be accompanied by a BS5837:2012 (Trees in relation to design, demolition and construction) survey and an Arboricultural Impact Assessment. They will also be assessed under the Dorset Biodiversity Appraisal Protocol to ensure that all impacts on biodiversity (including those on protected species associated with trees such as bats which are a European Protected Species) and impacts on Ancient/Veteran/Notable trees are avoided, mitigated or compensated and that the mandatory requirement for 10% net gain is achieved.

Relevant local, regional and national planning policy and guidance which relates to trees include the following, and proposed development will be assessed against the following policies:

- National Planning Policy Framework 2019 (Chapter 15 – Conserving and enhancing the natural environment, particularly Para 175c on ancient and veteran trees and ancient woodland and Para 175a which sets out the biodiversity hierarchy).
- Section 197 of the Town and Country Planning Act 1990 (as amended) which places a duty on local authorities to include appropriate provision for the preserving and planting of trees.

Policy 4 – Tree Removal

Dorset Council operates a presumption in favour of retaining trees unless there is a sound arboricultural reason not to do so. Measures such as coppicing, pollarding and canopy reduction will be used to ensure that every effort is made to conserve and enhance biodiversity while safeguarding the public. This will particularly apply where a tree is Ancient, Veteran or Notable.

Trees will only be felled for sound arboricultural reasons such as:

- Dead, dying or dangerous
- Proven to be causing significant structural damage in subsidence claims
- Considered by the Arboricultural Team to be an inappropriate species for the location i.e. poplars or Robinia's in pavements
- When removal is required as part of an agreed management plan, or as an overall agreed improvement project. For example, where a scheme has a robust project plan and there has

been both public and Member engagement, or have been subject to the appropriate Planning process and assessment under the Dorset Council Biodiversity Strategy

Where a tree(s) is identified for removal an advanced notice(s) will be placed on the tree to inform the public, except where urgent and emergency works apply. The local councillor(s) will also be informed.

Policy 5 – Tree Planting

The Council will plant trees within its annual tree planting programme with regard to the 'right tree for the right site' and with the aim of achieving age and species diversification of its tree stock. Species selection will include, but not be exclusively, native species of value to wildlife in line with the Council's Biodiversity Strategy.

The Council's policy is to replace and where possible, increase the Council's tree stock. To achieve this, the Council will fund the planting of approximately 300 street trees per annum. In addition, we will continuously work to secure additional external funding for tree planting.

Wherever appropriate, the Council will plant trees as part of its Climate Emergency response to help meet its carbon reduction targets.

Policy 6 – Tree Pruning

The following reasons will **NOT** constitute grounds for the pruning or removal of trees by the Council. However, if it is possible to improve the situation through general maintenance, this work will be carried out at the appropriate time as part of the cyclical maintenance regime:

- Obstruction of light and / or view
- Aphid honeydew, leaf fall, the dropping of fruits, flowers and seeds
- Renewable energy systems such as solar panels or wind turbines
- To improve satellite / digital television reception
- To clear telephone lines
- Roosting birds in a tree and their droppings
- Where a tree is perceived to be too large
- Allergies associated with trees, for example pollen and seed dispersal
- Someone willing to pay for the removal and replacement of a tree(s)
- Causing disturbance to pavements or kerbs (in such cases an engineering solution will be sought)

As a general principle, the Council will not create new pollards on street trees which have not been previously pollarded. However, this may be considered as a measure to prolong the life of the tree where the tree has high existing biodiversity or potential biodiversity.

An acceptable reason for pollarding a tree might be where a tree has been linked to subsidence and pollarding it is preferable to it being removed. Trees which have previously been pollarded will be re-pollarded every five years as appropriate.

Deadwood (standing or stacked alongside) will be retained on site wherever it is safe to do so for the benefit of wildlife.

Policy 7 – Damage to Council Owned Trees and Compensation

The Council will seek compensation from any external organisation, or individual responsible, for significant damage to, or removal of any council owned tree(s) to the value as calculated by the nationally recognised Capital Asset Value for Amenity trees (CAVAT) used by the Council.

This document will be revised from time to time in line with changes in the management of the Council's tree stock, related legislation and industry guidance documents.

Prepared by: Steve Maros – Arboricultural Manager

16th January 2021

APPENDIX 1

Recommended inspection frequencies for Council owned trees

Tree Locations	Recommended inspection frequency in years
Highways (urban)	3 (previously 5)
Highways (rural)	5 (previously 10)
DC schools	3 (previously 3)
Libraries	3 (previously 3)
Land around Council Buildings e.g. County Hall	3 (previously 3)
Cemeteries / Crematorium	3 (previously ad hoc)
Outdoor Activity Centres	3 (previously ad hoc)
Open Spaces	3 (previously ad hoc)
Country Parks	3 (previously ad hoc)
County Farms	3 (previously 12 – 18 months)

APPENDIX 2

Information required when making a subsidence claim against the Council

Subsidence claims made against the Council will need to provide the following information:

- *Plan, showing location of property and trees*
- *Age of property*
- *Depth and type of foundations*
- *Details of relevant property extensions*
- *Drainage details and location of other services*
- *Extent of damage*
- *Tree root data*
- *Soil and subsoil analysis*
- *Seasonal movement monitoring*
- *Evidence of live roots of the same family or species found below the level of the foundation depth.*
- *Soil moisture tests at varying depths to below foundation level.*
- *Evidence of desiccated soil.*
- *A geotechnical survey including trial pits and soil profiles.*
- *A structural report providing evidence of actual damage including crack monitoring records.*
- *Details of other vegetation within the theoretical zone of influence that is not easily visible from a public place.*
- *Level distortion survey*

APPENDIX 3

Highway Tree Management

Introduction

Street trees are a relatively recent introduction in England. Prior to the 19th century there were relatively few trees that were either planted or allowed to grow within the curtilage of the highway. For the purposes of The Highways Act 1980, the 'highway' was defined not just as the carriageway (the road surface), but the adjacent footway running from the kerb edge all the way to the back edge of the pavement area. It also includes footpaths and public rights of way maintained at public expense. Trees growing in the highway are usually the responsibility of the local highway authority and are managed and maintained just like any other element of the highway infrastructure that requires maintenance or replacement from time to time: lamp columns, bollards, kerb edging, signage, etc. The current statutory requirement is for tree branches to be a minimum of 5.2m above the carriageway and 2.3m above footpaths, although where they combine with cycleways 2.5m is more appropriate.

However, unlike other highway infrastructure trees do not remain static, they grow, enlarge over time, both above and below ground. They shed leaves and branches, and in some situations may fall over presenting a hazard to users of the highway. This growth and life cycle which may be perfectly benign in a natural setting is problematic when the tree interacts with the built infrastructure around it in a highway setting. Trees can cause maintenance issues for kerbs, footway paving, carriageway surfaces, adjacent shallowly founded structures (direct damage) and in certain conditions damage building foundations as well, when growing in a shrinkable clay soil (indirect damage). Despite all these issues, highway trees are a critical element in the overall canopy cover of the urban forest within towns in Britain. As such, they make a significant contribution in respect of visual amenity and the many aspects of ecosystem services they provide to people living in towns. Larger landscape scale trees provide the greatest overall benefits. When managing highway trees, this will be done in accordance with the guidelines in the Well-managed Highway Infrastructure guidelines (WMHI).

Engineered Highway Solutions

Unfortunately, it is often the larger trees, which, if not adequately maintained in the highway context, may cause the most issues for the built infrastructure in their immediate vicinity. However, there are a range of engineering and maintenance solutions that can easily be applied throughout the trees' life cycle that allow both the tree and the highway to mutually co-exist, each providing the benefits to society that are implicitly valued by residents and businesses in towns; safe, usable highways and a high quality, well managed and maintained urban forest.

Some examples, not exhaustive, are:

1. Use of flexible tree pit sizes, rather than relying on a small range of pre-specified dimensions.

2. Use of narrow kerb profiles to accommodate trunk flare and buttress roots.
3. Dispensing with kerb edging when possible in appropriate streets.
4. Use of bonded gravel in the tree pit to provide an inclusively accessible surface.
5. Use of tarmac inserts around the base of trees where the footway surface has become deformed due to root growth.
6. Use of flexible rubber crumb along pavements and as inserts where previously tarmac or paving has been deformed due to root growth.
7. Integrating tree pit locations into parking bays as kerbside buildouts.
8. Creating kerbside buildouts to accommodate tree growth or redirect pedestrian footfall.

Tree Maintenance Solutions

1. Root pruning of non-structural surface roots to accommodate the laying of new paving, tarmac inserts, rubber crumbing surfacing.
2. Root pruning of non-structural roots to accommodate relaying of kerb edging.
3. Placing barriers around trees to discourage parking on verges.
4. Regular pruning of the tree to control its water uptake and limit its root and trunk annual incremental expansion.

All of the above solutions will require the co-ordinated response and guidance of an experienced and qualified Arboriculturalist working closely with an experienced Highway Engineer. Some, such as the rubber crumb surfacing bring multi-purpose benefits in that larger areas of rubber crumb surfacing can act as a Sustainable Urban Drainage (SUD) element within the footway, by desynchronising flash flooding and providing additional available water to the tree itself.

Where there is potential for direct infrastructure damage as well as indirect foundation damage, the need for regular pruning of highway trees in particular can be difficult to justify to residents and incurs a cost. However, tree management and maintenance is a long term management activity and many tree managers take the view that when necessary, it is better to retain a large species, large landscape tree and its root system in situ, but maintained at a reduced size.

This is done in the expectation that at some future date due either to; a technical innovation that solves the issue of building subsidence, a change in climatic factors (increased winter rainfall rehydrating the soil sufficiently annually) or a cultural shift that means property owners tolerate minor cracking (as was the case prior to 1971 before mortgage lenders and insurers covered subsidence as an insured risk) the trees could be allowed again, to redevelop their larger canopies quickly if the worst case scenarios for climate change were realised in the 2050's to 2080's. Thereby providing a quick response to the need for increased canopy cover, restoring them at just the moment in time when they will be needed most and without the time lag and challenge of replanting from scratch.

There is a wealth of technical advice and information available across the relevant sectors that provide practical and comparatively low-cost methods of achieving the objective of permitting highly valued trees to exist within a well maintained and modern inclusive highway. These solutions will require effective communication to Elected Members and Managers, as well as to the public, as to why they are suitable and necessary for achieving good highway tree management practice.

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Smith, J. C. (2019) Grants and Regulations Operations Note 051. Forestry Commission

Draft - Swanage Town Council Tree Strategy

This strategy defines the intentions and actions of Swanage Town Council in respect of the stewardship of the Council's trees through planned maintenance and tree renewal programmes. The strategy is to be considered in conjunction with Dorset Council's Tree Policy for Council Owned Trees 2021, adopted by Swanage Town Council (insert date). These documents provide the framework within which management and decisions regarding trees will be made.

This strategy includes trees that are either owned or managed by the Council in parks, green spaces, footpaths, cemeteries, car parks, woods and other sites where trees exist. The tree policy and strategy will apply to the Peveril and Downs Local Nature Reserve, noting that the Management Plan for this location may contain more detailed and site-specific information.

Tree Inspections

The Council will ensure that an inspection of all trees is undertaken every 3 years by qualified arboriculturists. Inspections will provide the following information:

- Location map;
- Tree species (common name);
- Size (height and trunk)
- Age class;
- Condition
- Recommendations

In addition to the above the Council will visually inspect trees:

- As part of their day-to-day work;
- As a result of feedback from third parties regarding a specific tree(s);
- Following periods of extreme weather.

Tree works

Should the Council deem that works to any tree are necessary within the context of the tree policy, tree strategy and recommendations following inspection, an assessment will be made regarding how the work will be safely undertaken and by whom. The Council has and will continue to ensure, a proportion of team members are professionally qualified in pole pruning, cross cutting and felling trees. In addition, the Council will provide appropriate tools, on-going training and health and safety provision to ensure such works are undertaken safely and professionally.

Any assessment will consider the size, location, risks associated with the tree and the required works and the in-house resource available. Based upon this, a decision will be made to undertake the work directly or via engagement of a suitably qualified contractor. It should be noted that Council employees will not climb trees in order to undertake any works.

The Council will wherever possible recycle and reuse any arisings from tree works. This may include creating and retaining chippings, laying of branches to attract wildlife and collection of leaf mould.

Tree Planting

The Council has and will continue to commit to a programme of new tree planting annually. This will be undertaken within the context of the Tree Policy and will also take into account the following considerations:

- Mature height and spread;
- Site suitability;
- Retainment and extension of canopy;
- Disease resistance;
- Increasing the diversity of the Council's tree stock;
- Climate change, including increased potential for drought conditions;
- Access to enable early years watering and tending;
- Vulnerability to wind and vandalism.

When planting appropriate staking and soil enrichment will be undertaken. Details of the trees and locations will also be recorded and mapped in order to provide an asset record and ensure these are included in planned tree inspection routines.

Partnership Working

The Council recognises the importance of trees to individuals and groups and will seek to work in positive partnerships with others to support:

- Tree planting initiatives;
- Recognition of premium and ancient trees;
- The positive mental health and social value of trees.

Site-Specific Tree Strategies

There are several areas where site specific tree strategies are appropriate. These include, not exclusively:

- Beach Gardens;
- Day's Park;
- Godlingston Cemetery
- Northbrook Copse.

Tree strategies for these locations will be developed and be appended to the overall Swanage Town Council Tree Strategy. Site specific tree strategies will consider:

- Canopy cover (as a percentage of site area);
- Maturity, lifespan and condition of existing trees;
- Use of area;
- Opportunities to increase biodiversity.

Site specific tree strategies will enable improved financial budgeting for tree management based upon need.

This document will be reviewed at least annually and in conjunction with changes in relevant legislation and best practice.

Gail Percival
Assets and Compliance Manager

October 2022

Agenda Item 5 a)

SWANAGE TOWN COUNCIL

Statement of Cash Balance as at 31st October 2022

	£ p	£ p
Balance in Hand at 01/04/2022		£534,426.84 Cr
As per reconciliation dated 30/09/2022	£2,551,971.88 Cr	
Income during October	£272,307.84 Cr	
Movement of Cash-Investment	£0.00 Cr	
Add - Outstanding receipts- September	£1,853.90 Cr	
Less - Outstanding receipts - October	<u>£8,231.37 Dr</u>	£2,817,902.25 Cr
Less payments made:		
As per Reconciliation dated 30/09/2022	£2,250,988.42 Dr	
Schedule 7 payments dated 31/10/2022	£241,654.30 Dr	
Movement of Cash-Investment	<u>£0.00 Dr</u>	£2,492,642.72 Dr
		<u><u>£859,686.37 Cr</u></u>
Balance at Bank		
Current Account		£480,155.59 Cr
Deposit Account		<u>£379,530.78 Cr</u>
		<u><u>£859,686.37 Cr</u></u>
Short Term Investments held by the Council		
CCLA Public Sector Deposit Fund (MMF)		£250,000.00
Aberdeen Standard (MMF)		£500,000.00
Santander CD		£450,044.60
UK Government- Gilts		<u>£495,945.43</u>
		<u><u>£1,695,990.03</u></u>

I confirm that to the best of my knowledge and belief this is a true and accurate Statement of the Town Council's Cash Balance as at 31st October 2022

Prepared by Alison Spencer

Dated: 8th November 2022

Certified by Martin Ayres

Dated: 8th November 2022

Agenda Item 5 b)

SWANAGE TOWN COUNCIL

Statement of Cash Balance as at 30th November 2022

	£ p	£ p
Balance in Hand at 01/04/2022		£534,426.84 Cr
As per reconciliation dated 31/10/2022	£2,817,902.25 Cr	
Income during November	£219,852.39 Cr	
Movement of Cash-Investment	£0.00 Cr	
Add - Outstanding receipts- October	£8,231.37 Cr	
Less - Outstanding receipts - November	<u>£1,029.74 Dr</u>	£3,044,956.27 Cr
Less payments made:		
As per Reconciliation dated 31/10/2022	£2,492,642.72 Dr	
Schedule 8 payments dated 30/11/2022	£400,734.75 Dr	
Movement of Cash-Investment	<u>£0.00 Dr</u>	£2,893,377.47 Dr
		<u><u>£686,005.64 Cr</u></u>
Balance at Bank		
Current Account		£106,428.07 Cr
Deposit Account		<u>£579,577.57 Cr</u>
		<u><u>£686,005.64 Cr</u></u>
Short Term Investments held by the Council		
CCLA Public Sector Deposit Fund (MMF)		£250,000.00
Aberdeen Standard (MMF)		£500,000.00
Santander CD		£450,044.60
UK Government- Gilts		<u>£495,945.43</u>
		<u><u>£1,695,990.03</u></u>

I confirm that to the best of my knowledge and belief this is a true and accurate Statement of the Town Council's Cash Balance as at 30th November 2022

Prepared by Alison Spencer

Dated: 8th December 2022

Certified by Martin Ayres

Dated: 8th December 2022

SWANAGE TOWN COUNCIL

Year Ending 31st March, 2023

Payment schedule reported to Council - 12th December 2022

Schedule 7:

The following payments have been made in accordance with Regulations 5 and 6 of the Town Council's Financial

**TWO HUNDRED AND FOURTY ONE THOUSAND, SIX HUNDRED
AND FIFTY FOUR POUNDS AND THIRTY PENCE**

.....(£241,654.30).....

Swanage Town Council Schedule of Payments - Month 7

Direct Debits & Standing Orders

Date	Name	Inv Ref	Inv Date	Details	Payment Total
10/10/2022	BarJaycard Merchant Services	001884330922	30/09/2022	Sept- charges	45.76
03/10/2022	Dorset Council: Revenues & Benefits	840014144	01/04/2022	Rates - October	15764.00
14/10/2022	First Data	520334510615636/Sept22	30/09/2022	FDMS Sept 22	94.66
17/10/2022	Green Energy (UK) Ltd	52317777	05/10/2022	Gas Sept	64.54
17/10/2022		52317778	05/10/2022	Gas Sept	42.55
17/10/2022		52317778	05/10/2022	Gas Sept	113.16
17/10/2022		52317776	05/10/2022	Gas Sept	48.19
05/10/2022	Kent County Council	UMS8357623	15/09/2022	Month 6 charges	36.11
05/10/2022		UMS8357571	15/09/2022	Month 6 charges	50.84
17/10/2022	Lloyds Bank PLC	380846954	13/09/2022	Charges	430.56
14/10/2022		540436505892703/Sept22	30/09/2022	Sept charges	21.00
24/10/2022		381389579	06/10/2022	Bank charge	110.40
10/10/2022		MI/3531984/03	01/10/2022	Monthly charge	200.35
20/10/2022	Plitney Bowes Finance Ltd	BL06391781	07/10/2022	Quarterly rental	53.76
17/10/2022	Sage (UK) Ltd	INV15523750	01/10/2022	Month 7- Charge	477.90
03/10/2022	water2business	3060135809	04/04/2022	Water charges - HI	11108.42
Total of Direct Debit & Standing Orders					28,662.19

Lloyds Chargecard

Date	Name	Inv Ref	Inv Date	Details	Payment Total
17/10/2022	DCF	DCF003	01/09/2022	DCF conference	80.00
17/10/2022	DCF	DCF003	01/09/2022	DCF conference	40.00
17/10/2022	Recruit Local Ltd	2358	20/09/2022	Advert	40.00
17/10/2022	DVLA	HF63 XZA	01/10/2022	Licence	290.00
17/10/2022	DVLA	HF69 LCV	01/10/2022	Licence	290.00
Total of Chargecard payments					740.00

BACS / CHAPS

Date	Name	Inv Ref	Inv Date	Details	Payment Total
18/10/2022	Ace Office Environments Ltd.	01058328	30/09/2022	Stationery	31.02
18/10/2022		01058327	30/09/2022	Stationery	172.13
18/10/2022		01058697	08/10/2022	Stationery	121.19
31/10/2022		01059295	16/10/2022	Stationery	13.79
31/10/2022	ACL Asbestos Contracting Limited	15071	18/10/2022	Removal of asbestos	594.00
18/10/2022	Alliance Tool Hire Ltd	P206114	30/09/2022	Powerwasher hire	99.60
31/10/2022	Amazon	130219881-2022-11314	27/09/2022	TTC - pocket ash-trays for retail	59.70
31/10/2022		INV-GB-1134231585-2022-510	19/10/2022	Anchor bolts	113.59
18/10/2022	Apogee Corporation Ltd	1342944	10/10/2022	Toner	9.00
31/10/2022		1347282	27/10/2022	Copy plan	238.28
18/10/2022	AquaAid (Southcoast)	419694	30/09/2022	Water	145.07
18/10/2022	Aster Group	SINV467695	06/10/2022	Telecare	94.21
18/10/2022	BIPCOM	INV-7360	01/10/2022	Telefon Divert to mobile	3.00
31/10/2022	Blacknoll Construction Ltd	11346	25/08/2022	Wall repairs	10574.04
18/10/2022	C. Brewer & Sons	PLE/358695	15/09/2022	Polish	13.54
18/10/2022		PLE/358697	15/09/2022	Wax Brush	27.95
18/10/2022		PLE/358696	30/09/2022	Paint	82.49
31/10/2022	Countryside Tree Surgeons Ltd	51-206	14/10/2022	Tree works	900.00
18/10/2022	Crab Apple Catering	INV-2275	29/09/2022	Catering - Community Awards	540.00
18/10/2022	C G Ltd	47000	30/09/2022	Q2-settlement	34275.04
18/10/2022	Darkin Miller Ltd	756	29/09/2022	Internal Audit Sept-22	976.39
31/10/2022	Steve Darrington	BR22003	13/10/2022	Blues wristbands	1770.00
31/10/2022	Dorset County Pension Fund	M 7	20/10/2022	Month7 - Pension	17291.49
31/10/2022		M 7	20/10/2022	month 7- CAYS	201.00
18/10/2022	Dorset Council	1801218457	29/09/2022	P/Corn Rent	2.00
18/10/2022		1801224703	10/10/2022	Recruitment advertising	238.80
31/10/2022		2800326542	11/10/2022	Asbestos survey	600.00
31/10/2022		1801224875	12/10/2022	Visit Dorset service, DMS contribution	9600.00
18/10/2022	Dorset Waste Partnership	2800323335	05/10/2022	Recycling bin	19.08
18/10/2022		2800324960	05/10/2022	Recycling bin	20.72
31/10/2022	Fernhill Wholesale	INV-34270	02/10/2022	TTC - souvenirs for retail	154.20
31/10/2022		INV-34270	02/10/2022	TTC - maps for retail	88.00
31/10/2022	The Festive Lighting Co. Ltd.	20158	21/10/2022	Hire Extension 2022	11234.33
31/10/2022	Field Honey Farms	00004415	21/09/2022	TTC - honey for retail	129.75
31/10/2022	Fireline Ltd	81892	21/10/2022	Fire risk assessments	1082.34
31/10/2022	The Flag Shop Ltd	1000073614	21/10/2022	TTC - flags for retail	103.95
31/10/2022	Andrew Fleming	20007	04/10/2022	TTC - Isle of Purbeck salt & stickers for retail	123.90
18/10/2022	Four County Services Ltd.	61908	06/10/2022	Depot- Calls	28.18
18/10/2022		61908	06/10/2022	TTC- Calls	149.80
18/10/2022		61929	10/10/2022	Telephone/IT	297.22
18/10/2022		61924	10/10/2022	Internal channel	331.20
18/10/2022		61930	10/10/2022	Bitdefender Anti-virus	430.57
31/10/2022		62019	21/10/2022	Domain Services- Coun	42.00
18/10/2022	G4S Cash Solutions (UK) Ltd	2022093446	30/09/2022	Cash Collection -Sept 22	1246.38
18/10/2022		2022093446	30/09/2022	Cash Processing -Sept 22	851.29
31/10/2022	Gala Tent Ltd	1013134	21/10/2022	TTC - replacement gazebo canopy	102.00

31/10/2022	GH Print Management	INV 6827	14/10/2022	Printing		1464.96
18/10/2022	Greenham Trading Ltd.	04/398439	16/09/2022	Equipment	448.51	
18/10/2022		04/399649	27/09/2022	Uniform	123.56	572.07
18/10/2022	A.R. Harris & Son	31917	29/09/2022	Emergency Lighting repair		182.85
31/10/2022	HMRC	M 7	20/10/2022	Month 7- PAYE/NI		16527.93
31/10/2022	HSS Training	19651566	09/10/2022	IPAF Training		582.53
18/10/2022	ICS Learn	DN1250416	30/09/2022	Course fees		1599.00
18/10/2022	Ideal Skip Hire Ltd.	89734	02/09/2022	Skip hire - Allotments		540.00
31/10/2022	Inn-Supplies	37728	01/08/2022	Beach Gardens - takeaway cups for kiosk		57.69
18/10/2022	J.D. Facilities Ltd	INV-1240	01/10/2022	Cleaning-TIC	294.34	
18/10/2022		INV-1241	01/10/2022	Cleaning-Depot	197.59	
18/10/2022		INV-1239	01/10/2022	Cleaning-Depot-Staff area	230.62	
18/10/2022		INV-1237	01/10/2022	Cleaning-Toilets	7226.51	
18/10/2022		INV-1238	01/10/2022	Cleaning-Town Hall	499.20	8448.26
31/10/2022	Lily's Produce	TIC48	28/09/2022	TIC - jams for retail	94.60	
31/10/2022		TIC49	14/10/2022	TIC - jams for retail	96.80	191.40
31/10/2022	Lyreco UK Limited	6290293297	30/09/2022	TIC - stationery		57.54
31/10/2022	Marchants Nursery	026038	24/10/2022	Trees		2820.66
18/10/2022	Metric Group Ltd.	C64263	30/09/2022	Fees		192.00
31/10/2022	S. Moores	191684	21/10/2022	TIC - biscuits for retail		276.36
18/10/2022	Moors Brothers / Sailing Awards	383	30/09/2022	Glass Awards and Engraving		327.70
18/10/2022	The Mowlem	INV-0558	03/10/2022	Bar hire - Community Awards		50.00
18/10/2022	National Express	AREXT/00233709	30/09/2022	Sept agency sales		100.81
31/10/2022	Newlands Training Ltd	7561	15/10/2022	Training		672.00
31/10/2022	P.J. Notley Ltd.	4828	14/10/2022	Windows cleaning		216.00
18/10/2022	Jason O'Connell	PM0488	29/09/2022	Signage		210.00
31/10/2022	Octopress Printers Ltd	INV-00719	06/10/2022	Christmas In Swanage Leaflets		199.00
18/10/2022	Openings	A66850	08/07/2022	Gate fobs		204.00
31/10/2022	Origin Amenity Solutions Limited	OASI0035416	28/09/2022	White Line Paint	336.42	
31/10/2022		OASI0038894	21/10/2022	Tree Irrigation systems	742.20	1078.62
20/10/2022	Swanage Town Council	Month 7 Payroll	20/10/2022	Net Wages-Month 7		54,160.66
31/10/2022	Pear Technology Services Ltd	135865	25/10/2022	Technical Support & Software		342.00
18/10/2022	Pod Point Ltd	3001818	28/09/2022	Admin Fee		176.52
31/10/2022	Purbeck Print Company	1025	20/10/2022	Design - Swanage Corporate Plan		125.00
31/10/2022	Purbeck Gazette	11264	20/10/2022	Christmas promotion		390.00
31/10/2022	Radli Skatepark Repairs	1547	30/09/2022	Maintenance work		250.00
31/10/2022	Rob Buckley Welding	WB50	20/10/2022	Welding Course		550.00
14/10/2022	Refund	TH	14/10/2022	Refund-ECN	60.00	
14/10/2022	Refund	TH	14/10/2022	Refund	35.00	95.00
18/10/2022	Roche Audio Visual	0000094165	12/09/2022	Extension cable OWL 3		34.80
18/10/2022	Seton	9303528358	03/10/2022	Traffic Sign		74.33
31/10/2022	Swanage Town & Herston Football Club	Grant-Q1	30/09/2022	Football Club-Grant Q2		987.50
18/10/2022	R.J. Simpson	0929433	28/09/2022	Machinery repair		40.00
18/10/2022	Society of Local Council Clerks	MEM240535-1	01/10/2022	Membership Fees		414.00
31/10/2022	Spaldings (UK) Ltd.	SI-2816834	05/10/2022	New blades hedge cutters		87.48
18/10/2022	St. Michaels Garage	2820	30/09/2022	Diesel/Petrol	518.84	
18/10/2022		2820	30/09/2022	Screen Wash	24.75	543.59
18/10/2022	Suez Recycling & Recovery UK Ltd	32755069	30/09/2022	Waste disposal		981.60
18/10/2022	Suttle Projects Ltd	SP20221003	06/10/2022	Godlinston Cemetery		7404.11
18/10/2022	Swanage Tyres and Tuning Ltd	25662	29/09/2022	Replacement NSF tyre	88.20	
18/10/2022		25710	04/10/2022	Repair to tyre HJ18EHX	21.60	109.80
18/10/2022	Telefonica O2 UK Ltd	15915354	24/08/2022	SIM Charges -Month 6	182.16	
18/10/2022		16451314	24/09/2022	Month 7	277.00	459.16
18/10/2022	Travis Perkins	9292AMS065	27/09/2022	Belfast pillar sink taps	32.69	
18/10/2022		9292AMS300	03/10/2022	Timber repair train Rec play area	75.18	
18/10/2022		9292AMS335	04/10/2022	Dulux Weathershield Smooth Extra	65.30	
31/10/2022		9292AMS670	11/10/2022	Plumbing items for the TIC	27.57	
31/10/2022		9292AMS707	11/10/2022	Bolts and sand	245.76	
31/10/2022		9292AMS707	11/10/2022	Bolts and sand	25.84	
31/10/2022		9292AMS847	13/10/2022	2 x hard hats	19.77	
31/10/2022		9292AMS934	17/10/2022	Roofing washers for climbing frame	5.50	497.61
31/10/2022	Third Party Payments	Payroll Month 7	20/10/2022	Month 7- Deductions		475.39
18/10/2022	Watson Fuels	I13301787	30/09/2022	600l of diesel		1071.00
31/10/2022	Wessex Grounds Services	WGS 10521	31/08/2022	Interim management for STC	2835.00	
18/10/2022		WGS10600	30/09/2022	Interim Management for STC	1134.00	3969.00
18/10/2022	Westmade Ltd	1009605	04/09/2022	Repair shower pump	265.75	
18/10/2022		1009655	11/09/2022	Repair King George's toilets	234.20	499.95
18/10/2022	Wilkswood Farm Ltd	3-2022	30/09/2022	Beach Raking and Seaweed Sept		6720.00
Total of BACS/CHAPS Payments						212,252.11

<i>Faster payment issued 14th October 2022</i>	95.00
<i>BACS supplier payments issued 18th October 2022</i>	72,468.59
<i>BACS payroll payment issued 20th October 2022</i>	54,160.66
<i>BACS supplier payments issued 31st October 2022</i>	85,527.86
	212,252.11

Total of Payments 241,654.30

Agenda Item 6- Monitoring of Payments

SWANAGE TOWN COUNCIL

Year Ending 31st March, 2023

Payment schedule reported to Council - 12th December 2022

Schedule 8:

The following payments have been made in accordance with Regulations 5 and 6 of the Town Council's

**FOUR HUNDRED THOUSAND, SEVEN HUNDRED AND SEVENTY FOUR POUNDS
AND SEVENTY FIVE PENCE**

.....(£400,734.75).....

Swanage Town Council Schedule of Payments - Month 8

Direct Debits & Standing Orders

Date	Name	Inv Ref	Inv Date	Details		Payment Total
10/11/2022	Barclaycard Merchant Services	001884331022	31/10/2022	Oct charges		65.00
01/11/2022	Dorset Council: Revenues & Benefits	840014144	01/04/2022	Rates - 2022/23		15,764.00
14/11/2022	First Data	520334510615636	31/10/2022	October charges		140.55
15/11/2022	Green Energy (UK) Ltd	52353442	08/11/2022	Gas October	104.35	
15/11/2022		52353443	08/11/2022	Gas October	120.18	
15/11/2022		52353445	08/11/2022	Gas October	296.95	
15/11/2022		52353444	08/11/2022	Gas Oct	166.66	688.14
14/11/2022	Kent County Council	E8388704	17/10/2022	Electricity- Q2	10,175.19	
18/11/2022		UMS8401181	27/10/2022	Monthly 7 charge	81.78	10,256.97
14/11/2022	Lloyds Bank PLC	G8244-1555-76	11/10/2022	Bank charge	269.53	
25/11/2022		383754905	07/11/2022	Bank Charge	82.30	351.83
10/11/2022		MI/3552959/03	01/11/2022	Monthly charge- Nov 22	72.00	
10/11/2022		MI/3552958/03	01/11/2022	Monthly charge- Nov 22	128.35	200.35
01/11/2022	Pitney Bowes Finance Ltd	BL06398331	27/10/2022	Quarterly Rental	127.74	
29/11/2022		BJ520512	14/11/2022	Meter Reset-TH	208.00	335.74
16/11/2022	Sage (UK) Ltd	INV15673620	01/11/2022	Month 8- Charge		477.90
01/11/2022	water2business	3061326900	23/09/2022	Water H1	1,051.86	
01/11/2022		3061378752	04/10/2022	Month 6-PC	3,235.79	
01/11/2022		3061394778	05/10/2022	Water- P Allotments Sept	124.82	4,412.47
Total of Direct Debit & Standing Orders						32,692.95

Lloyds Chargecard

Date	Name	Inv Ref	Inv Date	Details		Payment Total
15/11/2022	Charge Card Transactions	509350594	04/10/2022	Lateral Flow Tests	98.00	
15/11/2022		068535	20/10/2022	IT Equipment	253.98	
15/11/2022		RHWEAJXLE2	31/10/2022	Christmas Market Advertising-FB	49.99	
15/11/2022		#UQHP9268-U2715	16/10/2022	Adobe Software	15.00	416.97
Total of Chargecard payments						416.97

BACS / CHAPS

Date	Name	Inv Ref	Inv Date	Details		Payment Total	
30/11/2022	A.B.A. Groundcare LLP	133831	28/10/2022	Pressure Wash	400.11		
18/11/2022		133933	29/10/2022	Steel strimmer heads	43.91	444.02	
18/11/2022	Ace Office Environments Ltd.	01060666	30/10/2022	TH - Stationery	138.26		
18/11/2022		01061665	06/11/2022	TIC - stationery	54.35		
18/11/2022		01062174	06/11/2022	TH - Stationery	123.18		
18/11/2022		01062022	06/11/2022	Depot - Stationery	97.91		
18/11/2022		01061157	09/11/2022	TIC - stationery	(44.83)		
30/11/2022		01060598	30/10/2022	Office supplies	398.94		
30/11/2022		01062941	13/11/2022	TH - Stationery	20.76		
30/11/2022		01062812	13/11/2022	TH - Stationery	130.95	919.52	
30/11/2022		Aish Electro Mechanical Services	115900	18/11/2022	Burlington Road Pump Station		1,758.00
30/11/2022		Amberwood Graphics	4244	26/10/2022	TIC - books for retail		78.24
30/11/2022	Apogee Corporation Ltd	1347929	27/10/2022	Rent- TIC	222.22		
30/11/2022		1347929	27/10/2022	Rent- TH	222.23		
30/11/2022		1347929	27/10/2022	Copy plan TIC	198.27		
30/11/2022		1347929	27/10/2022	Copy plan- TH	415.16		
30/11/2022		1349773	09/11/2022	Depot- Toner	9.00	1,066.88	
18/11/2022	AquAid (Southcoast)	421895	31/10/2022	Water		43.15	
18/11/2022	Arlingclose Ltd.	ACF3084	01/11/2022	Treasury Management services		13,476.00	
18/11/2022	Badgemaster Limited	0001810944	27/10/2022	TIC - name badges		31.93	
18/11/2022	BIPCOM	INV-7581	01/11/2022	Telephone divert mobile		3.00	
30/11/2022	Blue Level Media Ltd	51-30052	21/11/2022	Beach Hut Booking system		6,570.00	
18/11/2022	C. Brewer & Sons	PLE/360084	31/10/2022	Paint for external painting of TIC	89.02		
18/11/2022		PLE/360083	31/10/2022	Paint and brushes bench refurbishments	238.67		
18/11/2022		PLE/360085	31/10/2022	White external masonry paint	122.36	450.05	
18/11/2022	Central Southern Security Ltd	188438	10/10/2022	Fire alarm servicing - Depot	146.40		
18/11/2022		188438	10/10/2022	Fire alarm servicing - BG & Pavillion	146.40		
18/11/2022		188438	10/10/2022	Fire alarm servicing - TIC	73.20		
18/11/2022		188438	10/10/2022	Fire alarm servicing - TH, TH Annexe	218.40		
18/11/2022		188438	10/10/2022	Proximity Fobs	18.00		
30/11/2022		188977	18/11/2022	TIC call out - supply smoke detector	138.00	740.40	
30/11/2022	Charlie's Tasty Treats	0016	16/11/2022	TIC - dog treats for retail		42.00	
18/11/2022	DAPTC	INV-1026	25/10/2022	Clerks' Conference		70.00	
30/11/2022	Dorset County Pension Fund	MS	22/11/2022	Month 8 Pension	27,046.59		
30/11/2022		MS	22/11/2022	Month 8 CAYS	201.00	27,247.59	
18/11/2022	Dorset Council	2800327049	28/10/2022	Car park signage	176.25		
30/11/2022		1801233307	17/11/2022	Asbestos Survey- Nov	600.00	776.25	
30/11/2022	Dorset Waste Partnership	2800328468	07/11/2022	Recycling bin and Glass bin Oct		10.36	

18/11/2022	Femhill Wholesale	INV-34366	01/11/2022	TIC - souvenirs for retail	147.96	
18/11/2022		INV-34366	01/11/2022	TIC - books for retail	89.00	
30/11/2022		INV-34406	22/11/2022	TIC - souvenirs for retail	42.90	279.86
30/11/2022	Field Honey Farms	00004456	29/10/2022	TIC - honey for retail		58.20
30/11/2022	Four County Services Ltd,	61931	10/10/2022	Monthly 7 charge	639.43	
30/11/2022		61931	10/10/2022	Monthly 7 charge	42.00	
30/11/2022		61955	13/10/2022	TH - IT Equipment	758.28	
18/11/2022		62061	27/10/2022	IT Equipment	3,840.60	
18/11/2022		62152	10/11/2022	Monthly 8 charge	456.13	
18/11/2022		62151	10/11/2022	Monthly 8 charge	334.78	
18/11/2022		62153	10/11/2022	Monthly 8 charge	42.00	
18/11/2022		62153	10/11/2022	Monthly 8 charge	639.43	
30/11/2022		62240	21/11/2022	Domain Services- Councillors	42.00	6,794.65
18/11/2022	Futurform	190295	31/10/2022	Office furniture-H/S	6,169.13	
30/11/2022		192505	18/11/2022	Equipment	58.80	6,227.93
18/11/2022	G4S Cash Solutions (UK) Ltd	2022103917	31/10/2022	Cash collection Oct 22	1,040.38	
18/11/2022		2022103517	31/10/2022	Cash collection Oct 22	806.96	1,847.34
30/11/2022	GH Print Management	INV-6888	25/11/2022	Mayors Christmas Cards		139.20
18/11/2022	Greenham Trading Ltd,	01/403325	25/10/2022	Uniform and vac for TIC	289.28	
30/11/2022		04/405479	10/11/2022	Boots and wellies	97.20	386.48
30/11/2022	D.A.A. Halsgrove	303093	26/10/2022	TIC - books for retail		86.38
18/11/2022	Hardy Signs	108452	14/10/2022	Signage	138.66	
18/11/2022		108459	14/10/2022	Event signage	252.00	390.66
18/11/2022	A.R. Harris & Son	32016	27/10/2022	Electrics on parks & gardens	342.00	
18/11/2022		32037	29/10/2022	Repairs	99.60	
18/11/2022		32042	29/10/2022	CCTV	75.60	517.20
30/11/2022	Hendy Group Ltd	42070312	10/11/2022	3 x replacement log books	12.85	
30/11/2022		42070314	10/11/2022	Warranty booklet	15.50	
30/11/2022		42070313	10/11/2022	Warranty booklet	15.50	43.85
18/11/2022	Heritage Seeds	20705	25/10/2022	Wildflower seeds/plugs		227.04
18/11/2022	Hunt Forest Group Ltd	538364	03/11/2022	John Deere 4066M	36,900.00	
18/11/2022		538365	03/11/2022	Trimax snake s2 320	29,340.00	66,240.00
07/11/2022	HMRC	VAT Sept Qtr	07/11/2022	HMRC-VAT Sept Qtr		61,015.78
30/11/2022	HMRC	Month 8 Payroll	22/11/2022	Month 8 - PAYE/NI		29,676.72
18/11/2022	J.D. Facilities Ltd	INV-1265	01/11/2022	Godlingston Chapel Cleaning for Use	27.00	
18/11/2022		INV-1265	01/11/2022	Cleaning of Godlingston Cemetery Chapel	27.00	
18/11/2022		INV-1262	01/11/2022	Clean Staff area- Depot	230.62	
18/11/2022		INV-1261	01/11/2022	Cleaning Depot	197.59	
18/11/2022		INV-1260	01/11/2022	Clean TIC	325.00	
18/11/2022		INV- 1259	01/11/2022	Clean TH	499.20	
18/11/2022		INV- 1258	01/11/2022	Cleaning Public Toilets	7,226.51	8,532.92
30/11/2022	Lily's Produce	TIC50	13/11/2022	TIC - jams and cakes for retail		298.20
18/11/2022	D. & P. Lovell Ltd.	L5867	30/10/2022	Excavator-hire 14 days	352.80	
30/11/2022		L5890	16/11/2022	Excavator Hire 22days	369.60	722.40
18/11/2022	Metric Group Ltd.	C64520	12/11/2022	Monthly 8 charge	192.00	
30/11/2022		179082	15/11/2022	4G Modem x 14	15,293.14	
30/11/2022		179082	15/11/2022	4G Modem x 2	2,184.86	17,670.00
30/11/2022	S. Moores	191796	27/10/2022	TIC - biscuits for retail		79.08
18/11/2022	Machine Sales & Services (Poole) Ltd	411358	20/09/2022	Parts for the Makita		2,435.27
18/11/2022	Nixons Hardware Ltd	121906	18/10/2022	Door bell	29.99	
18/11/2022		121933	31/10/2022	Batteries	17.94	47.93
18/11/2022	Norfolk County Council	10013789	11/10/2022	NPlaw Charges Sept 22	123.72	
18/11/2022		10013789	11/10/2022	Disbursements Fees	9.00	132.72
30/11/2022	Octopress Printers Ltd	INV-007047	10/11/2022	TIC - banner for Artisans on the Beach	76.80	
30/11/2022		INV-007046	10/11/2022	TIC - flags for Artisans on the Beach	504.00	
30/11/2022		INV- 007033	10/11/2022	TIC - tree leaflets	106.00	686.80
30/11/2022	Origin Amenity Solutions Limited	OAS10041161	11/11/2022	Pro-spread Topdressing 25kg		304.80
18/11/2022	Swanage Town Council	Month 8 Payroll	18/11/2022	Net Wages-Month 8		76,712.94
30/11/2022	Personnel Hygiene Service	69462395	16/11/2022	Hygiene Services		2,066.37
18/11/2022	Royal British Legion	TCE08	09/11/2022	Wreath		27.50
30/11/2022	RCOH Ltd	1241	14/11/2022	Professional Fees		2,820.00
25/11/2022	Refund	SWI	25/11/2022	Refunded deposit	200.00	
		MKI	25/11/2022	Reund of overpayment	140.00	340.00
18/11/2022	Royal Mail	9065979085	26/10/2022	Corporate Plan Flyer distribution	482.75	
30/11/2022		9066084518	08/11/2022	Additional Services	85.70	567.95
30/11/2022	Swanage and Purbeck Development Tru	49/Days Park	25/11/2022	Grant		9,398.00
30/11/2022	The Swanage School	51-1252	11/11/2022	School hall hire		38.50
30/11/2022	R.J. Simpson	0929436	14/11/2022	New pins for cemetery		275.00
18/11/2022	Spaldings (UK) Ltd.	51-2821824	21/10/2022	Equipment	318.18	
18/11/2022		51-2822244	24/10/2022	STIHL TWO Stroke OIL 10L	57.48	
18/11/2022		51-2822623	25/10/2022	Nitrile Gauntlets 19" size	23.40	
18/11/2022		51-2823409	27/10/2022	SPEC:STIHL HLA 85	275.26	
18/11/2022		51-2058374	31/10/2022	Credit-Trimmer	(87.48)	
18/11/2022		51-2824501	02/11/2022	x2 petrol cans	18.96	605.80
30/11/2022	St. Michaels Garage	2872	31/10/2022	Diesel		748.62
30/11/2022	Swanage News	1284	29/10/2022	News paper - Sept/Oct		76.05
18/11/2022	South West Coast Path Association	2022-0789	31/10/2022	TIC - books for retail	86.00	
18/11/2022		2022-0789	31/10/2022	TIC - souvenirs for retail	42.00	128.00
30/11/2022	South West Geotechnical Ltd	INV-0584	07/11/2022	Ground and water monitoring		1,530.00
30/11/2022	Telefonica O2 UK Ltd	16993005	24/10/2022	SIM Charges - Oct 22	245.36	
30/11/2022		17533862	24/11/2022	SIM Charges - Nov 22	264.98	510.34

18/11/2022	Travis Perkins	AMS994	17/10/2022	Paint	21.22	
18/11/2022		AMT150	20/10/2022	Downpipe brackets	39.38	
18/11/2022		AMT251	21/10/2022	Shore Rd beach huts	1,376.40	
18/11/2022		AMT203	21/10/2022	Expanding foam	13.26	
18/11/2022		AMT533	27/10/2022	Poscrete & screws	49.13	
18/11/2022		AMT637	31/10/2022	Shank wire cup Brush 70mm	6.44	
18/11/2022		AMT729	01/11/2022	Locks for WC doors	40.51	
30/11/2022		AMT892	04/11/2022	New padlock market electric supply	44.78	
30/11/2022		AMU143	09/11/2022	Hinges gate Pevenil Point	423.42	
30/11/2022		AMU 203	10/11/2022	Rising Field Gate Hinge Set RW03	116.34	
30/11/2022		AMU204	10/11/2022	4Trade Bolt & Nut	23.71	
30/11/2022		AMU 229	11/11/2022	Replcement external tap boat park	14.28	2,168.87
18/11/2022	Trodax Stamps Online	031942	11/11/2022	Stamp + Ink pad	44.70	
30/11/2022		T00042672	24/11/2022	TH - Ink Pad	16.74	61.44
30/11/2022	Third Party Deductions	Payroll Month 8	22/11/2022	Deductions-Month 8		639.64
30/11/2022	Violet Farm Foods Ltd	109727	01/11/2022	TIC - tea for retail		393.85
18/11/2022	Wallgate	026104	01/11/2022	Thril-Year 2 plan 2085		7,387.20
18/11/2022	Wellers Hedley	815531	27/10/2022	Legal Advice		1,140.00
18/11/2022	Wessex Grounds Services	WGS 10768	31/10/2022	Interim Management	567.00	
30/11/2022		WGS 10803	23/11/2022	Interim Management	756.00	1,323.00
18/11/2022	Woodlands Nursery (Dorset) Ltd	7960T	08/11/2022	Winter bedding		96.96
Total of BACS/CHAPS Payments						367,624.83

<u>BACS HMRC PAYMENT issued 7th November 2022</u>	61,015.78
<u>BACS supplier payments issued 18th November 2022</u>	120,216.00
<u>BACS payroll payment issued 18th November 2022</u>	76,712.94
<u>BACS refund payments 25th November 2022</u>	340.00
<u>BACS supplier payments issued 30th November 2022</u>	109,340.11
	367,624.83

Total of Payments	400,734.75
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THE MOWLEM

Theatre Cinema & Function Rooms

Mayor Foster
Town Hall
Swanage
Dorset BH19 2NZ

23rd November 2022

Dear Mayor Foster

Funding Application on behalf of The Mowlem

Many thanks for visiting us last Monday 21st November and giving us so much of your time to discuss our business plan and ideas for the future of the Mowlem. For us it was a very positive meeting and I hope will be the first of many going forward for the Mowlem.

Following that meeting I am now writing to formally apply for the funds that we indicated.

Revenue funding is always the most difficult funding to find for organisations like the Mowlem, but at this moment it is vital for the future development as seed funding to establish the track record that will subsequently support funding from other sources such as the Arts Council.

If we are to succeed with our plan for the future of the Mowlem we will need support over the coming three years for a Community Liaison Officer to develop further the relationships and opportunities to work more closely with the Community of Swanage, this is particularly true for working with and encouraging schools and societies to use the Mowlem expand their offerings to their pupils and members. We need a part time person for this role 2/3^{rds} post at £15,000.

In addition we need a 2/3^{rds} post for Marketing to all those Areas of the Swanage Community that are currently unaware or not using the Mowlem, and further afield across Dorset and the South West which would also cost £15,000.

We would ask for these posts to be seed funded for a period of 3 years, 2023/4-2025/6.

As we told you when we met 2023 marks the 160th birthday of the year that the Mowlem was founded and we are embarking on a campaign to raise £160,000 to celebrate this landmark. As part of that we are hoping to raise £25,000 from public donations, which we are asking you to match fund pound for pound. In this way you and our donors will know that for every pound you give an additional pound will be raised.

At our meeting you indicated concern that this funding might be unallocated and we would therefore like to suggest that it would be earmarked for capital spending specifically to contribute to the building survey and strategy, commissioning Architects to develop the brief for detailed feasibility and development that will be necessary before we can properly tackle the future of the building.

Mowlem Institute Charity
Reg. No. 243486
No. 185 5822 33

www.themowlem.com V.A.T.
Reg.

The Mowlem, Shore Rd. Swanage.
Dorset. BH19 1DD

THE MOWLEM

Theatre Cinema & Function Rooms

We believe that almost all of the Mowlem activities feed directly into the Corporate Plan that is currently out for consultation and which we demonstrated at our meeting. In addition, funding us in this way would not only bring significant additional funding this year into Swanage but also lay the foundation for our exciting future. We would very much welcome being identified in the Plan as one of the organisations that the Town Council support.

If we can be of any further assistance in this application, please let us know and we would be only too willing to help.

We all really look forward to working with the Swanage Town Council to realise the amazing potential of the Mowlem,

Yours sincerely.

D. R. Robin Sutcliffe
Mowlem Development Committee Chair.

Cc Deputy Mayor Moreton
Martin Ayres
Nicki Clark



Cliff Cottage
Shore Road
Swanage
BH19 1LD

Swanage Town Council
Town Hall,
High Street,
Swanage,
Dorset
BH19 2NZ

8th November 2022

Dear Swanage Town Council

Swanage Community Housing: Washpond Lane

I am writing on behalf of Swanage Community Housing, a Community Land Trust set up with the purpose of delivering affordable housing for local people in Swanage. As you are aware, we already have a large (and growing) membership, as well as a motivated and professional group of trustees (including two Town Council observers). You are also aware that the group already has a grant allocation from Dorset Council which has helped us get constituted and has additional money yet to be claimed which will go towards us working up site opportunities for affordable housing development.

Swanage Community Housing is extremely keen to take the Washpond Lane site forward as a site for the delivery of affordable housing. The group has considered other sites, most of which are either owned by the Town Council, or the Town Council has an interest in. Having considered all of these, none are considered viable or suitable to take forward at this time. We believe that the Depot Site in Swanage has good potential for affordable housing provision, but our discussions to date indicate that this will take several years before it will be deliverable. However, Washpond Lane is owned by Dorset Council, who have a policy by which it could be made available for community led housing. We anticipate that despite being partly in the flood zone, it could still have the capacity to deliver around 7 new homes.

The site is only 1 mile from the centre of Swanage, so is easy walking distance from all the local amenities that the town provides. This includes the train and bus stations, places of worship and employment, a theatre, several supermarkets, etc. The number 50

bus stops outside the site on Ulwell Road, and offers a roughly hourly service to and from Bournemouth.

There is a great deal of housing need in Swanage, and rent levels are disproportionately high given the town's status as a desirable holiday / retirement location with high second home ownership. There are a lot of people on the housing waiting list in need of affordable housing. The most recent figures we have for numbers of people on the waiting list with a local connection to Swanage are as follows (these date back to April of this year, so will have increased since then):-

Active applications

38 x 1 bedroom
24 x 2 bedrooms
10 x 3 bedrooms
7 x 4 bedrooms

Submitted (being checked for eligibility)

29 x 1 bedroom
17 x 2 bedrooms
5 x 3 bedrooms
2 x 4 bedrooms

It can be seen from these numbers that any contribution Swanage Community Housing can make to affordable housing numbers will be of great benefit to the community, and we will continue to look for additional site opportunities until the local need has been satisfied.

We would therefore ask that the Town Council reconsiders the suitability of the Washpond Lane site for housing and supports Swanage Community Housing to take it forward as an affordable housing delivery opportunity.

Yours sincerely,

Robin Sutcliffe
Swanage Community Housing (Chair)

To consider donation of children's ride for installation at Day's Park Play Area

In November 2022 the Council were contacted by a local family requesting permission for the purchase and installation of a piece of playground equipment into a Swanage Town Council play area in memory of their child. This would have a specific theme and would be available for children to enjoy. The family intend for the purchase, installation and maintenance of the play equipment to be privately funded and for the piece of equipment to be donated to the Council.

The original request received was in respect of the Trevor Chadwick Play Area. However, the wet pour surfacing in this playground does not allow the flexibility to install new pieces of play equipment. Following consultation with the family it has been agreed that Day's Park play area is suitable and has the space and flexibility to install a new piece of equipment.

The Assets and Compliance Manager is working with a suitably experienced contractor sourced via the ESPO Framework 115_21 Outdoor Playground, Fitness and Sports Facilities and Equipment, to identify and agree with the family the most suitable piece of equipment. The Council will continue to work in consultation with the family to ensure the design and installation of the piece of play equipment fulfils their wishes.

Decision required

To determine whether to approve the donation of a new piece of play equipment in Day's Park play area to be privately funded by a local family in memory of their child. The procurement, location and installation of the equipment to be overseen by the Assets and Compliance Manager.

Martin Ayres
Town Clerk

December 2022